# 2003 Annual Report



# STATE OF ALABAMA Personnel Department

October 1, 2002 – September 30, 2003



Tommy Flowers
State Personnel Director
Jackie Graham
Deputy Director

#### STATE OF ALABAMA

#### PERSONNEL DEPARTMENT

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LETTER OF TRANSMITTAL



Joe Dickson
Harry McMillan
John McMillan
Joyce P. O'Neal
Horace Powell

Honorable Bob Riley, Governor of Alabama

State Personnel Board

Mr. Joe Dickson, Chairman

Mr. Harry McMillan

Mr. John McMillan

Ms. Joyce P. O'Neal

Mr. Horace Powell, Sr.

I am pleased to report to you on the activities of the State Personnel Department for the fiscal year October 1, 2002 through September 30, 2003.

Fiscal Year 2003 witnessed the beginnings of a substantial budget shortfall as a tax reform package proposed by the Governor and passed by the legislature was voted down by the citizens of the State. The package had been designed to address projected deficits in the State's budgets. Consequently, plans for employee layoffs were begun in a number of agencies.

The total number of State employees dropped slightly this year for the first time since 2000. The number of Exempt and Unclassified employees ended at a twenty year low. Additionally, Alabama's number of employees ranked 12<sup>th</sup> of 14 in the southeastern states surveyed.

Merit raises for employees were suspended April 1, 2003 as a cost saving mechanism which, while necessary in the short term, will cause erosion of the State's better employees if continued over a long period of time. These individuals will seek employment opportunities where successful work performance will be recognized.

During this year, State Personnel activities reflected an increase in the number of applications received and employees reached by our training programs. However, the numbers of employment registers established, individuals appointed, and certified applicants for job consideration decreased, possibly in response to a reduced level of hiring for State government overall. Our Agency worked with the Department of Public Safety to establish employment registers for Trooper, Sergeant, Lieutenant, and Captain. Significant progress in Department of Human Resources staffing for compliance with their RC court order was accomplished. Considerable progress was also made on the Department of Transportation's consent decree by establishing additional registers and administering examinations for additional classifications. Soon, ALDOT will be able to use merit system registers for approximately three fourths of its total workforce.

Your help and support during this time is sincerely appreciated. I trust you will find this report a basis for satisfaction and pride in the operation of Alabama's Merit System.

Sincerely,

Tommy Flowers State Personnel Director

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# 2003 Annual Report

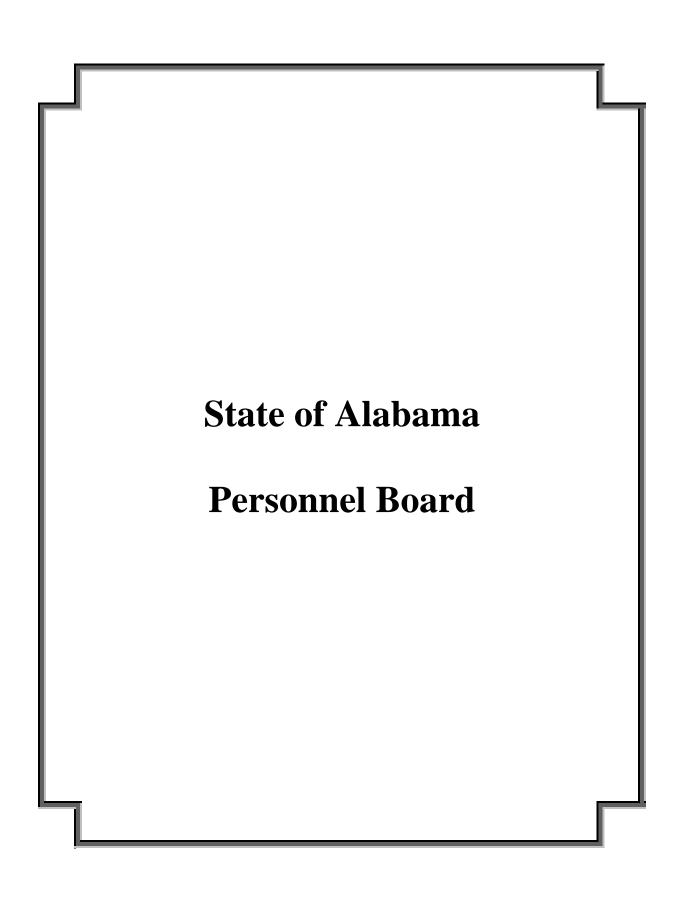
STATE OF ALABAMA Personnel Department

October 1, 2002 – September 30, 2003

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#### **State of Alabama Personnel Board**

#### Composition

The State Personnel Board consists of five members who serve six-year staggered terms. Two members are appointed by the Governor, one by the Lieutenant Governor, one by the Speaker of the House of Representatives, and one is a classified employee elected by a majority vote of full-time State employees.

#### • Joe Dickson - Reappointed Feb. 1998. Term expires Feb. 1, 2004

Mr. Dickson, of Birmingham, is Editor/Publisher of <u>The Birmingham World</u> newspaper and was initially appointed to the Board by Governor Guy Hunt in February 1992. He was reappointed to a second term by Governor Fob James, Jr. and serves as the Board Chairman.

#### • Harry McMillan - Reappointed Feb. 1999. Term expires Feb. 1, 2005

Mr. McMillan, of Montgomery, is President of McMillan and Associates, a consulting and government affairs firm located in Montgomery, and was initially appointed to the Board in February 1993 by then Speaker of the House James S. Clark. He was reappointed to a second term by Seth M. Hammett, Speaker of the House.

#### • John McMillan - Reappointed Feb. 2003. Term expires Feb. 1, 2009

Mr. McMillan, of Stockton, is Executive Vice President of the Alabama Forestry Association, and was initially appointed to the Board in February 1997 by Governor Fob James, Jr. He was reappointed to a second term by Governor Bob Riley.

#### • Joyce P. O'Neal - Elected April 2003. Term expires Feb. 1, 2007

Ms. O'Neal, a career Merit System employee with the Department of Human Resources, was elected to fill an unexpired term as the employee representative. A professional Social Worker, she previously worked as a Human Resources County Director and is currently Director of the State's Food Stamp Program.

#### • Horace W. Powell, Sr. - Appointed Sep. 2002. Term expires Feb. 1, 2006

Mr. Powell, of Prattville, was appointed by Lieutenant Governor Steve Windom. Mr. Powell, a long-time representative of the New York Life Insurance Company, also served as a State Representative for House District 71 from 1991 to 1995.

## **State of Alabama Personnel Board**

#### • J. Ray Warren - Reelected Feb. 2001. Retired March 1, 2003

Mr. Warren, a Merit System employee with the Finance Department's Division of Risk Management, was reelected to serve as the employee representative. He retired March 1, 2003.

#### State of Alabama Personnel Board

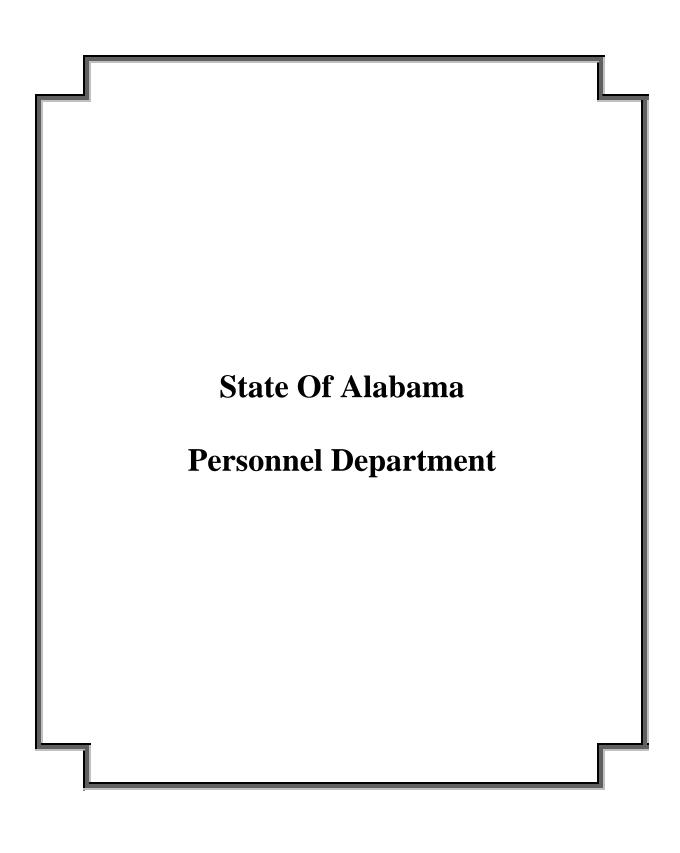
#### **Duties and Responsibilities**

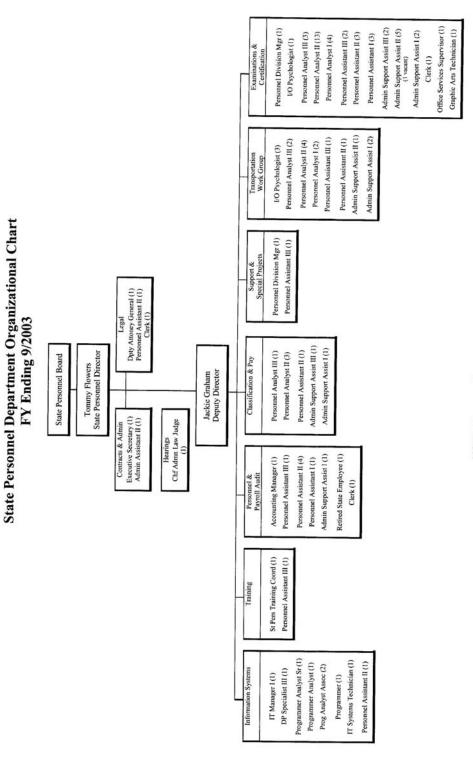
The State Personnel Board is empowered by the State Merit System Act of 1939. This legislative act set forth the charge:

"... to assure to all citizens of demonstrated capacity, ability and training an equal opportunity to compete for service with the State of Alabama, to establish conditions in the state service which will attract officers and employees of character and capacity and to increase the efficiency of the governmental departments and agencies by the improvement of methods of personnel administration."

To further this objective, the Board was given certain specific duties summarized below:

- To adopt and amend rules and regulations for the administration of the Merit System Law.
- To maintain a competitive classification and compensation plan.
- To require observance of the provisions of the Merit System Law and the rules and regulations of the Board.
- To conduct hearings and to render decisions, as provided in the Merit System Law, on charges preferred against employees.
- To represent the public interest in the improvement of personnel administration in the State service.
- To advise and assist the director.





NOTE: May not reflect recent vacancies.

#### **Duties and Responsibilities**

The State Personnel Department was created by the State Merit System Act of 1939. A State Director of Personnel position was designated to be the executive head of the department. The Director of Personnel is appointed by the Board and may be removed for cause.

The Department, under the Director, is charged with such responsibilities as:

- Preparing and recommending rules and regulations to administer the Merit System Law.
- Administering and executing classification and pay plans for the State service.
- Conducting tests, creating employment registers and certifying qualified persons for appointment.
- Devising and administering an employee performance evaluation program.
- Approving all payrolls or other compensations for personal services.

The State Personnel Department is committed to build and administer valid, legally-defensible selection devices in a timely manner and to identify the best-qualified, available applicants to fill job vacancies; to maintain a competitive classification and pay plan as well as a pay administration system which supports the attraction and retention of qualified State workers; to facilitate the filling of State job vacancies through the efficient certification of qualified applicant names as required by the Merit System Law; to ensure compliance with court orders and Federal and State laws in the hiring process; to maintain the integrity of the State payroll by auditing proposed personnel actions to ensure compliance with State and Federal law; and to identify and create training programs in the area of human resource management.

#### **Operating Reports**

Classification and Pay: At the end of the fiscal year, the State of Alabama's classification plan contained 1,303 classes. During this time, the State Personnel Board, on the recommendation of the Classification and Pay Staff, approved 13 new job classifications, revised 33 class specifications, and abolished 12 classes. Salary range changes for 46 classifications were also approved by the Board. Also, during this fiscal year, the Board considered 42 Special Pay Issues and 20 requests for paid overtime for FLSA non-exempt employees.

To maintain the classification plan, a number of job studies and position reviews were conducted by the Classification and Pay Staff during the year. Questionnaires were secured and reviewed for positions throughout State service. This effort resulted in the review of 1,680 position



descriptions. These reviews resulted in the establishment of 650 new positions, the reallocation of 343 positions to a higher classification, and the reallocation of 40 positions to a lower classification. Approximately 78 positions were abolished after determining they were no longer needed.

The State's compensation plan was modified in connection with the ALA. CODE § 36-6-80 (2002 CUM. SUPP.), which provided a three percent cost of living adjustment for State employees. Longevity pay was awarded to employees with five or more years of State service.

Members of the Classification and Pay Staff joined eleven other states in attending the Southeastern Salary Conference in New Orleans, Louisiana where current pay policies and procedures were discussed. Participation in this group provides a source of quantifiable salary data as well as detailed information concerning compensation practices and a mechanism for the exchange of salary data among other states.

As part of this conference, information was exchanged concerning the average salaries of full-time exempt, unclassified, and classified employees as of July 25, 2003. This information indicated that the average salary for Alabama was approximately 6.5% above the average for these states and that Alabama ranked 5<sup>th</sup> of the 14 states. Alabama ranked 12<sup>th</sup> of the 14 in number of employees.

STATE	AVERAGE	NUMBER OF
	SALARY	<b>EMPLOYEES</b>
South Carolina	\$37,402	63,118
Louisiana	\$36,409	88,232
Kentucky	\$36,181	36,484
Virginia	\$35,816	54,143
Alabama	\$35,472	31,741
Florida	\$33,982	107,389
North Carolina	\$33,655	84,452
Arkansas	\$33,582	25,705
Oklahoma	\$32,695	36,209
Tennessee	\$32,218	43,898
Georgia	\$31,666	81,376
Missouri	\$30,941	65,215
West Virginia	\$28,757	24,410
Mississippi	\$27,443	87,179
Averages	\$33,301	59,254

Note: This data is for a different time period than that used for the other Annual Report tables. It excludes part-time as well as laborer and seasonal employees.

The two-step limit on promotional raises previously requested by the Governor continued throughout the fiscal year. Concurrence with the Governor's request also limits the maximum amount of annual raises available to State employees to five percent. However, effective April 1,

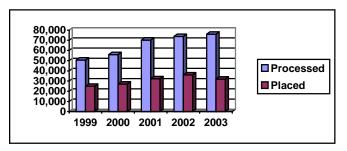
2003, the Finance Director placed a freeze on annual and special merit raises until further notice. Prior to the freeze, the State Personnel Board approved 17 Special Merit Raises for employees demonstrating extraordinary performance.

The Classification and Pay Staff continued its practice of conducting surveys in connection with requests for salary adjustments presented to the State Personnel Board. As a result of our participation in several surveys from business group consultants and other states, our State received additional access to prevailing compensation rates.

**Special Studies**: During this fiscal year, several significant Classification and Pay studies were conducted which resulted in updated classification structures and/or enhanced salary allocations in the State's Classification and Pay Plan. Studies included areas such as home health services and nursing classifications, the automated transportation classes, Conservation's law enforcement classifications, physical and occupational therapists, the Public Service Commission's pipeline safety operations and the Department of Industrial Relation's Employment Services field operations classes. Classification and Pay Staff also assisted the Department of Mental Health and Mental Retardation in its consolidation efforts.

**Recruitment And Selection:** The Examinations and Recruitment Division is responsible for developing, constructing, scheduling, and administering examinations for existing or anticipated job vacancies in the State of Alabama Merit System. In order to ensure the legal defensibility of

selection procedures, the Division performs various test validation strategies to construct, administer, and score open competitive and promotional examinations used to rank eligible employment candidates on certification lists. During the fiscal year, the Examinations Division was responsible for the following:



- reviewing 75,979 applications for eligibility;
- placing 31,902 eligibles on lists available to appointing authorities;
- establishing or updating 1,734 certificates of eligible applicant lists to State agencies;
- producing and distributing 180 State vacancy announcements;
- validating 13 written multiple choice examinations.

The Examinations Division operates 13 written examination centers throughout the State, including sites in Birmingham, Decatur, Dothan, Jacksonville, Mobile, and Montgomery. Each test center received an unannounced site visit twice during the year by an analyst to observe operations and ensure standard practices and security procedures were in place.

In order to ensure accurate examination scores are reported to applicants, the Examinations Division continued its quality assurance efforts through the examination scoring review system. Instituted during the 2001-2002 fiscal year, this method requires an independent secondary review of all unassembled examination credentials submitted by applicants. This program has

proven to be successful during its first full year of implementation, and reflects the aim of the division's policy to ensure applicants' credentials are thoroughly reviewed during the evaluation process. The secondary review allows the Division to identify and correctly credit any work experience or training that may have been initially overlooked by the primary analyst.

The Examinations Division was also involved in the development and administration of several assessment center examinations given in response to the requirements of various departments. The Crime Information Center Director and Equal Employment Opportunity Coordinator were among the classifications for which assessment center examinations were used for candidate evaluation. A written multiple choice test for entry-level Trooper was administered in April 2003. Employment registers were also established for the ranks of Trooper Sergeant, Lieutenant, and Captain.

The Examinations Division continued the weekday-testing program for various job classifications. The program was expanded during this fiscal year to include three classifications with unique special recruitment requirements. During the fiscal year, additional classifications were temporarily added to this program as needed. The weekday-testing program provides for the testing of applicants every two weeks in the State Personnel Department. This program was established to give agencies a large pool of qualified applicants for widely utilized jobs. In addition, it provides flexibility to applicants who cannot attend our regular statewide Saturday testing.

The Examinations Division continued to provide support to the Department of Human Resources in the recruitment and hiring of professional staff necessary to meet court ordered staffing requirements. An analyst was assigned to this agency to assist in concentrated testing for the Social Service Caseworker classification. This examination was administered during the year on a monthly basis at remote sites throughout the state.

The Examinations Division developed and administered Correctional Lieutenant and Correctional Captain assessment center examinations in order to provide the Department of Corrections with critically needed supervisory personnel. During the fiscal year, a personnel analyst from the Examinations Division provided recruitment information to the Department of Corrections to better identify potential applicants for the entry level job of Correctional Officer. It is hoped this concentrated effort by the Examinations Division will improve the staffing of all correctional facilities.

The State Personnel Department maintained its outreach recruitment program designed to attract qualified applicants to State service and to provide useful information to job seekers. One part of this program included providing specific information about job vacancies and examination dates to State employees and the public. This was accomplished by publishing and distributing examination announcement notices to the personnel divisions of State agencies, local employment service offices, career development offices of colleges and universities, governmental offices, and other selected public places. Announcement notices provided detailed information as to the job title, salary grade, kind of examination, required qualifications, description of the work, and how to apply for jobs that are open for application. In addition, job announcement and application information was available to local employment service offices, career development offices and others via the Internet at the State Personnel Department website.

A second part of the recruitment program consists of maintaining a computerized notification database of interested job seekers. Potential applicants who are interested in a particular job may have their names placed on a mailing list for that job. Individuals on this list are notified by mail when the particular job in which they have expressed an interest is opened for applications.

In addition to providing information on current job openings, the Department publishes an Employment Guide and a Continuous Recruitment Guide on an annual basis. The Employment Guide contains a selected listing of predominantly entry-level jobs in the State Merit System. The Continuous Recruitment Guide contains a listing of jobs that are open for an extended period of time. In an effort to further recruitment opportunities, an application form, all current and continuous examination announcements, the Employment Guide, and other information useful to job seekers are posted on the Department's Internet web site (www. personnel. state. al.us). With a collaborative effort from other divisions, the department's web site was updated offering more information to applicants and current State employees concerning the announcement and examination process. An on-line Counseling Guide was also added so that individuals could review specific jobs in the Merit System for which they are interested.

The Examinations Division provides employment counseling services to interested individuals. A senior personnel analyst, assisted by other professional staff, schedules individual consultations, reviews resumes, conducts job matches, and answers questions from callers about employment opportunities as well as application and testing procedures. On a requested basis, analysts participate in recruitment sessions at colleges and universities and make presentations to special groups.

During the fiscal year, sixteen recruitment visits were made to colleges and universities to include Stillman College, Oakwood College, Athens State University, Miles College, Alabama State University, Troy State University (Main Campus), Troy State University at Montgomery, and Tuskegee University. These visits included career fairs, sessions where students were given information on the application process and resumes were collected, and interview sessions where students met with the counselor to discuss their educational background and receive information on the State of Alabama Merit System application and hiring process.

As in previous years, the Department continued its committment to staff development and training. Members of the Examinations Division attended and participated in national conferences sponsored by organizations such as IPMAAC (International Personnel Management Association Assessment Council) and SIOP (Society for Industrial/Organizational-Psychologists). The IPMAAC conference was held in Baltimore, Maryland in June 2003 while the SIOP conference was held in Orlando, Florida in April 2003. Professional growth was also encouraged through other workshops and professional development activities.

Certification Process: The Certification Section manages the use of certifications of eligible candidates created as a result of the selection process. The Section issues certifications with the names of candidates to fill open competitive 70,000 that as promotional merit system positions. During the fiscal year, the Section issued 60,000 that is the fiscal year, the Section issued 60,000 that is the fiscal year, the Section issued 60,000 that is the fiscal year applicants to operating agencies for employment of the fiscal year agencies for employment of the fiscal year. As a result of the second cartification transactions, 4,346 appointments were made to 10,000 is it is a result of the second cartification. As a result of the second cartification are resulted to 10,000 is it is a result of the second cartification. As a result of the second cartification are resulted to 10,000 is it is a result of the second cartification. As a result of the second cartification are resulted to 10,000 is it is a result of the second cartification. As a result of the second cartification are resulted to 10,000 is it is a result of the second cartification are resulted to 10,000 is it is a result of the second cartification are resulted to 10,000 is it is a result of the second cartification are resulted to 10,000 is it is a result of the second cartification are resulted to 10,000 is it is a result of the second cartification are resulted to 10,000 is it is a result of the second cartification are resulted to 10,000 is it is a result of the second cartification are resulted to 10,000 is it is a result of the second cartification are resulted to 10,000 is it is a result of the second cartification are resulted to 10,000 is it is a result of the second cartification are resulted to 10,000 is it is a resulted to 10,000 is it is a result of the second cartification are resulted to 10,000 is it is a resulted to 10,

part of the appointment process, the Certification Section ensures compliance with the following legal requirements:

- (a) Code of Alabama 1975, Title 36, Chapter 26, Section 16 allows for preference to be given to disabled persons in the certification process under certain circumstances.
- (b) Code of Alabama 1975, Title 36, Chapter 26, Section 17 as amended by the Legislature of Alabama allows certification of the ten top ranking eligibles for appointment consideration.
- (c) Code of Alabama 1975, Title 36, Chapter 26, Section 81 provides for local certification to county departments of Public Health.
- (d) Code of Alabama 1975, Title 38, Chapter 2, Section 8 provides for local certification to county departments of Human Resources.

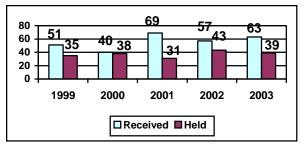
Provisions mandated by the Federal Court Order, <u>United States v. Flowers</u>, 317 F. Supp. 1079 (M.D. Ala. 1970), formerly <u>United States v. Frazer</u> and <u>United States v. Ballard</u>, require that:

- (a) No certification shall be canceled or returned with vacancies remaining unfilled unless each African American applicant is appointed or is found to be unavailable or unqualified.
- (b) In every instance of a certification containing the name of one or more African American applicants, the department or agency receiving the certification shall advise each applicant in writing as to the fact that his name appears on a Certification of Eligibles and as to the position, the agency, the location, his rank on the certification, the number of persons certified, and the number of vacancies to be filled, and a copy of such notification by the department or agency shall be sent to the Personnel Department.
- (c) No African American applicants for positions other than custodial, domestic, laborer, or laboratory aide can have their name removed from the active register of eligibles unless they have declined the position in writing, failed to reply to their notification of certification within ten days from the date the notification was sent, confirmed to be deceased, their notice of certification is returned for wrong address and that address is confirmed to be the address given on the application, or the Personnel Department, in writing, advises the African American applicant that his name will be removed ten days from the date of the letter and gives the reason(s) for the proposed.
- (d) Departments shall not appoint or offer a position to a lower ranking white applicant on a certification in preference to a higher ranking available African American applicant.

- (e) Documentary evidence shall be maintained by the State Personnel Department that will sustain the finding of unavailability or lack of qualifications of African American applicants when they are not appointed.
- (f) In order to protect against names being removed from the active register because of errors in postal delivery, when an African American applicant's name is removed from an active register of eligibles for failure to reply or for "wrong address" the applicant shall be notified by the Personnel Department of the action taken. The notification shall advise the applicant that his name will be placed back on the active register upon receipt by the Personnel Department of:
  - (1) the applicant's statement that he is or will be available for employment, and
  - (2) confirmation of the applicant's address.

Dismissal Appeals: During this fiscal year, 63 appeals from dismissed employees were filed and

39 hearings held. The Hearing Officer Program was continued in an effort to resolve an employee's job status more quickly. The State's back-pay liability was minimized in cases of reinstatement. By holding the hearings at various locations throughout the State, operations in the affected agencies continued with minimal interruptions while the hearing was conducted.

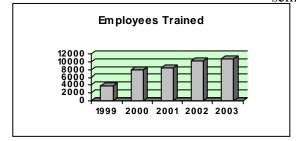


**Leave Donation:** The State's leave donation program continues to allow employees to donate leave to fellow State workers who, because of catastrophic illness or injury, would otherwise be forced to take leave without pay or terminate State employment. It also supports employees who have exhausted all their accrued leave and who must care for an immediate family member with a catastrophic illness or injury.

Additionally, this is the first full fiscal year since the program was modified by legislation to allow the granting of donated leave for the time an employee is disabled due to pregnancy.

During this fiscal year, 89,931 hours were donated to other employees. Of this total, 22,295 hours (25%) were for disability due to pregnancy.

Training: The Training Division serves all employees of the State of Alabama by providing



purposes. During this fiscal year, approximately 10,800 State employees were trained. There were 51 subjects taught with varying content designed to fit specific agency needs. Subjects ranged from performance management topics to stress or time management as well as extending to areas such as employment law and teambuilding. Training was

held in 10 cities across the state to reduce the per diem for departments with large numbers to train.

**Information Systems:** This fiscal year, the State Personnel Department purchased additional imaging software and hardware to enhance the existing system. New imaging applications were developed to make information more readily available and to provide better reporting capabilities. An imaging program was also developed to make the Department's Position Classification Questionnaires more accessible and easier to research through a pilot program used by the Transportation Group.

The domain controller was upgraded to Windows 2000 and a backup server was replaced by a newer, more efficient model. Work was begun to convert all the Department's personal computers from Windows 98 to Windows XP Professional. Upon completion, this will increase the security and stability of the Department's network and allow the migration of mainframe applications to client/server applications for economy of use and more program flexibility.

**Transportation Group:** During this fiscal year, the Transportation Group continued to work with the Department of Transportation (ALDOT) toward compliance with the March 1994 *Reynolds* Consent Decree I. *Reynolds* is a class action lawsuit comprised of African American employees who allege *inter alia* that minorities were discriminated against by ALDOT. *Reynolds* further alleged that the exams, scoring methods, and ranking procedures established by the State Personnel Department have a disparate impact on minorities in both hiring and promotion.

The Group worked diligently this year reporting and responding to the various consultants and attorneys involved in the litigation. A tremendous amount of time and resources were committed to the production of documents, depositions, and testimony in various hearings.

During this fiscal year, numerous registers were established and/or made available for ALDOT use. These registers serve approximately 16% of the entire workforce at ALDOT. Additionally, exams were administered for a number of classes for which registers will soon be established. Altogether, State Personnel established registers or administered exams for classes comprising approximately 31% of the workforce at ALDOT. Once the additional registers are established in early 2004, ALDOT will have access to registers for approximately 77% of its workforce.

In the past year, the Transportation Group and its consultants developed and validated 39 minimum qualifications (MQs) and 55 examinations. Additionally, nine complex examinations were administered.

The Transportation Group also has responsibility for all ALDOT personnel transactions, such as GHRS, Position Control and Certifications. During the past year State Personnel and ALDOT received approval to begin issuing employment registers for a number of classes, including: Civil Engineering Manager, Civil Engineering Administrator, Civil Engineering Senior Administrator, Civil Engineer (Design and Construction Options), Administrative Support Assistant I, Mechanical Stock Clerk, Clerk, Chemist I, Attorney I/II, and Attorney III. In addition, the

Group continued issuing certificates for the Engineering Assistant, Graduate Civil Engineer, and Professional Civil Engineer Trainee classes. These activities resulted in hiring over 225 new employees in the last year.

The Transportation Group continues to respond in a proactive way toward implementing the requirements of the *Reynolds* consent decree. These actions resulted in an effective plan for the readministration of the SPD project class exams and the future administration of all non-SPD project class exams.

# FINANCIAL REPORT 2002-2003

#### **APPROPRIATIONS**

State Agency Collections State Agency Collections (Team Contracts) Miscellaneous Receipts  TOTAL FUNDS AVAILABLE	\$5,190,716 1,467,709 1,020 ======	\$6,659,445
EXPENDITURES		
Personnel Costs	\$4,145,012	
Employee Benefits	978,196	
Travel, In-State	17,558	
Travel, Out-of-State	24,098	
Repairs and Maintenance	41,641	
Rentals and Leases	393,779	
Utilities and Communications	181,029	
Professional Services	281,338	
Supplies, Materials, and Operating Expenses	244,316	
Transportation Equipment Operations	893	
Other Equipment Purchases	32,953	
Grants and Benefits	103	
Encumbrances (13th Accounting Period)	160,151	
	=======	\$6,501,067
Unencumbered Balance		\$158,378

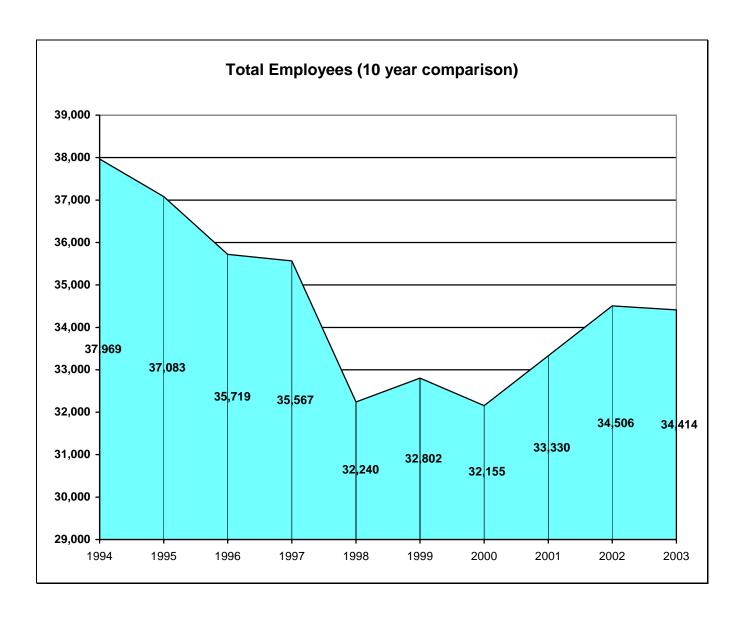
#### **Types of Employment Defined**

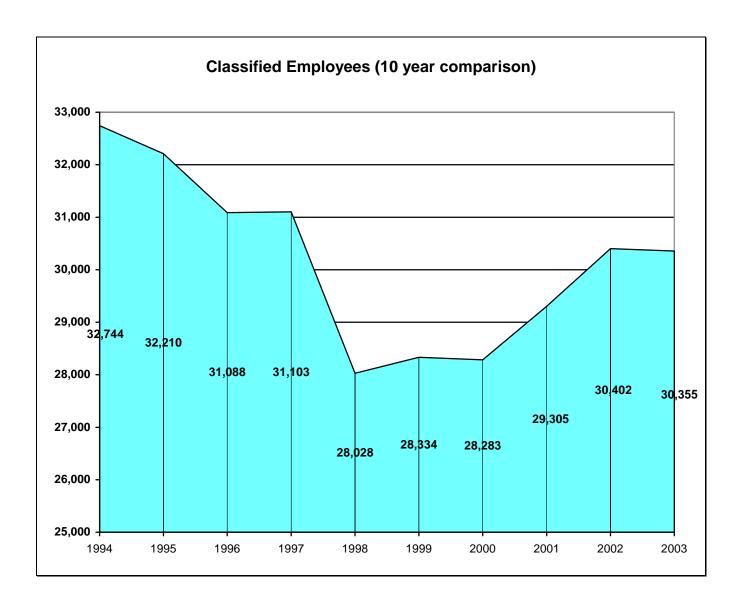
**Classified:** These employees are also referred to as Merit System employees because they are governed and afforded certain protections by the rules and regulations of the Merit System Law. Positions in the classified service are filled through the competitive process administered by the State Personnel Department. Employees are required to serve a probationary period before achieving permanent status in the classified service.

**Exempt:** State law enumerates different groups of employees that are exempt from the rules and regulations of the Merit System. Those for which State Personnel keeps records are certain Mental Health employees, officers elected by vote of the people, heads of departments appointed by boards and commissions, Youth Services educational employees, the Governor's private secretary, legal advisor, recording secretary, and employees paid exclusively out of the Governor's emergency or contingent funds.

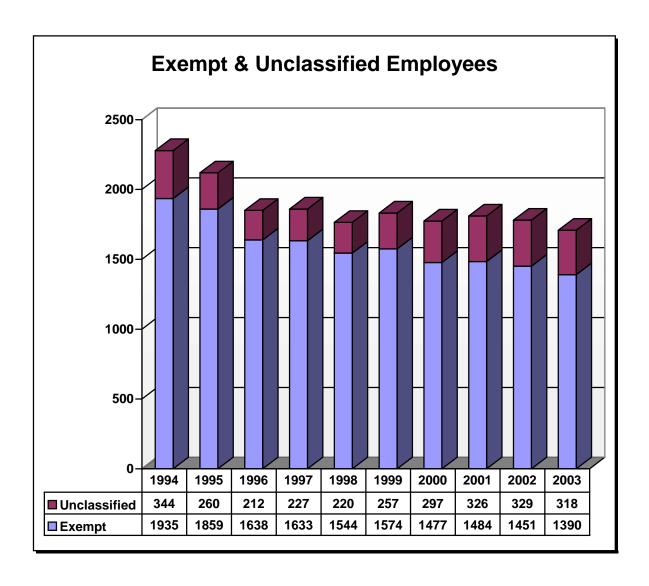
**Unclassified:** The law provides for one confidential assistant or secretary for each elected officer, one for each department head appointed by the Governor, one such confidential employee for each board and each commission, and the employees in the Governor's office who are not exempt. Employees in the unclassified service are subject to the same rules and regulations of employment as apply to employees in classified or Merit System positions except as to appointment and dismissal.

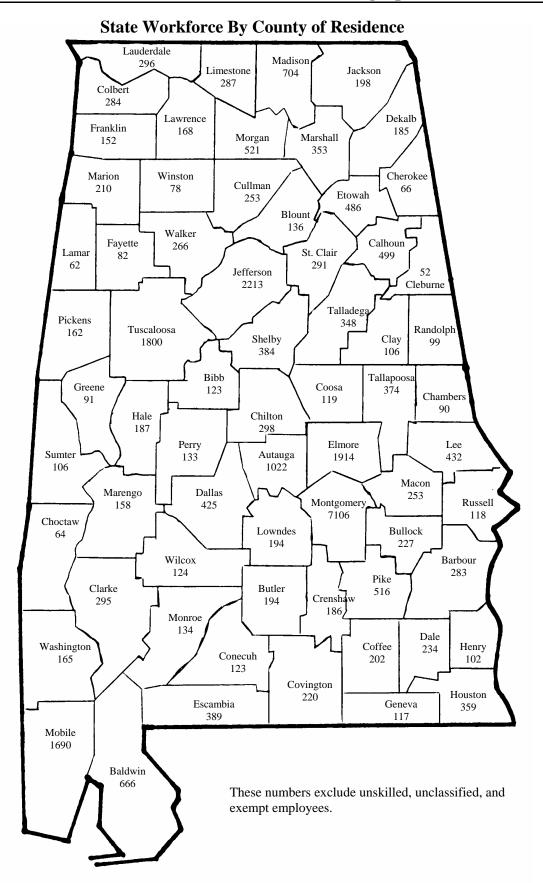
**Unskilled:** These limited assignments are restricted to such classes as Laborer, Resort Worker, and Forestry Worker. Employees in these classes have no status in the classified service, receive only limited entitlements to certain fringe benefits, and have no right of appeal should their employment be terminated.





**NOTE:** This chart excludes unskilled, unclassified, and exempt employees.





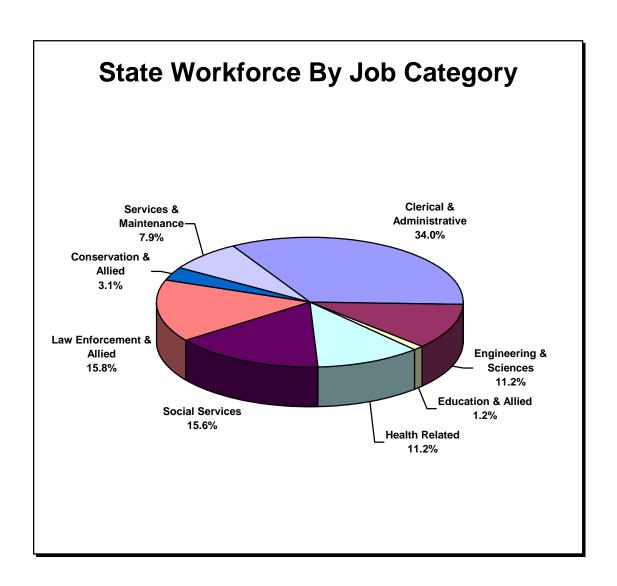
# **Distribution Of Total Employees By Department**

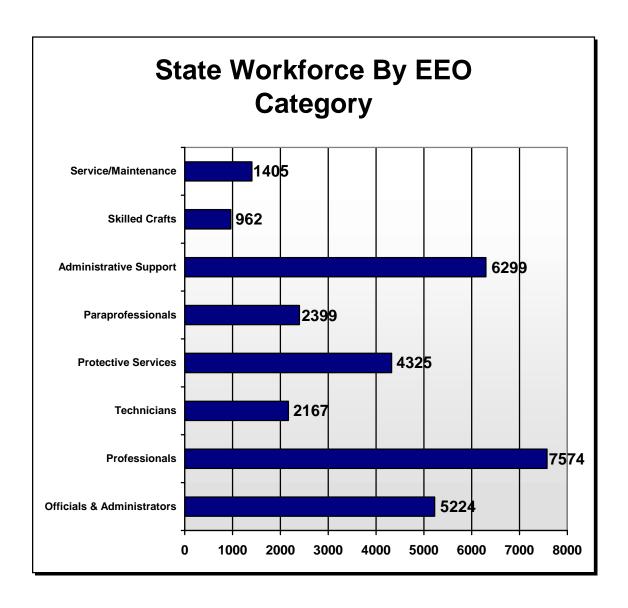
DEPARTMENT	1999	2000	2001	2002	2003
Accountancy Board	4	4	4	5	
Aeronautics	5				
Agriculture & Conservation Develop Comm	1	1	1	1	1
Agricultural Museum Board	2	2	1	2	2
Agriculture & Industries	566	490	594	576	635
Agriculture Center Board	50	60	53	61	61
Alcoholic Beverage Control Board	745	741	742	760	746
Architects Registration Board	2	2	2	2	2
Archives and History	46	48	46	47	45
Assisted Living Examiners Board				1	1
Attorney General	162	160	168	172	180
Auditor	14	15	16	16	14
Banking	61	70	78	88	100
Building Commission	21	20	21	22	20
Children's Affairs		5	9	15	16
Children's Trust Fund	9	17	17	18	20
Chiropractic Examiners Board	2	2	2	2	2
Choctawhatchee, Pea & Yellow Rivers Watershed	1	2	2	2	2
Conservation & Natural Resources	1,520	1,413	1,415	1,531	1,481
Corrections	3,335	3,419	3,450	3,641	3,664
Cosmetology Board	7	7	11	19	20
Council on the Arts	17	17	18	17	17
Counseling Examiners Board	1	1	1	1	1
Credit Union Administration	8	8	8	8	7
Crime Victims Compensation Commission	15	26	31	29	30
Criminal Justice Information Center	51	53	51	53	49
Development Office	35	36	37	38	40
Dietetics/Nutrition Practice Examiners	1	1	2	1	2
Economic & Community Affairs	236	220	206	229	225
Education	650	641	714	754	731
Educational Television Commission	65	68	58	54	54
Emergency Management Agency	44	44	42	41	65
Environmental Management	498	502	515	518	558
Ethics Commission	16	14	16	13	13
Examiners of Public Accounts	213	220	233	237	228
Farmers' Market Authority	2	2	3	5	6
Finance	530	512	509	523	498
Foreign Trade Relations Comm	2	2	1		
Forensic Sciences	152	164	171	165	175
Foresters Registration Board	1	1	1	1	1
Forestry Commission	361	357	363	368	357
Funeral Services Board	3	3	3	3	3
General Contractors Licensing Board	15	14	15	13	14
Geological Survey	49	49	50	50	44
Governor	76	95	99	85	76
Health Planning & Development	11	10	9	9	9
Heating & AC Contractors Board	5	6	7	8	9
Historical Commission	89	92	104	115	119
Home Builders Licensure Board	14	14	15	16	16
			-	-	**

DEPARTMENT	1999	2000	2001	2002	2003
Human Resources	3,765	3,770	4,214	4,375	4,326
Indian Affairs Commission	4	3	4	4	3
Industrial Relations	1,439	1,402	1,452	1,554	1,300
Insurance	91	100	109	139	149
International Airport Authority	1				
Judicial Inquiry Commission	2	2	3	3	3
Labor	6	7	8	8	9
Liquefied Petroleum Gas Board	8	7	8	7	9
Manufactured Housing Commission	20	28	33	32	29
Medicaid Agency	510	540	566	583	651
Mental Health & Retardation	4,072	3,796	3,861	3,794	3,445
Military	213	221	225	236	228
Nursing Board	32	32	39	40	37
Nursing Home Admin Exam Board	1	1	1	1	1
Occupational Therapy Board	1	1	1	1	1
Oil & Gas Board	35	33	38	38	35
Onsite Wastewater Board		3	3	3	5
Pardons and Paroles	370	365	376	393	422
Peace Officers Standards & Training	5	5	4	4	4
Peace Officers Annuity & Benefit	4	4	4	4	4
Personnel	83	89	92	94	97
Physical Fitness Commission	5	4	4	2	3
Physical Therapy Board	2	2	2	2	2
Plumbers & Gas Fitters Exam Board	18	20	19	18	16
Professional Engineers Regist Board	7	7	7	7	7
Public Education Employees Health Insurance Bd	18	16	15	15	16
Public Health	3,599	3,548	3,663	3,820	3,862
Public Library Services	55	54	56	52	51
Public Safety	1,207	1,175	1,208	1,246	1,300
Public Service Commission	125	124	122	125	121
Real Estate Appraisers Board	7	8	10	10	9
Real Estate Commission	24	21	20	25	24
Rehabilitation Services	758	761	763	811	835
Retirement Systems	204	199	214	235	238
Revenue	1,201	1,183	1,185	1,261	1,311
Secretary of State	43	47	43	51	55
Securities Commission	31	28	34	34	36
Senior Services	21	22	23	32	28
Social Work Examiners Board	2	2	23	2	20
Soil & Water Conservation Commission	3	4	4	3	4
Speech Pathology & Audiology Exam Board	3	1	1	1	1
State Docks/Port Authority	295	108	109	119	119
State Employees Insurance Board	37	39	32	34	35
Surface Mining Commission	26	26	26	26	26
Tourism & Travel	61	63	66	64	65
Transportation	3,860	3,814	3,949	4,068	4,329
Treasurer	3,860	5,814	5,949	4,068	4,329
	2		2		
Veterinary Medical Examiners Board		62		2	2
Veterans Affairs Veter Registration	62	62	60	58	57
Voter Registration	5	692	5	6	<b>CO2</b>
Youth Services	685	683	669	667	682
Totals	32,802	32,155	33,330	34,506	34,414

#### **Employees By Categories**

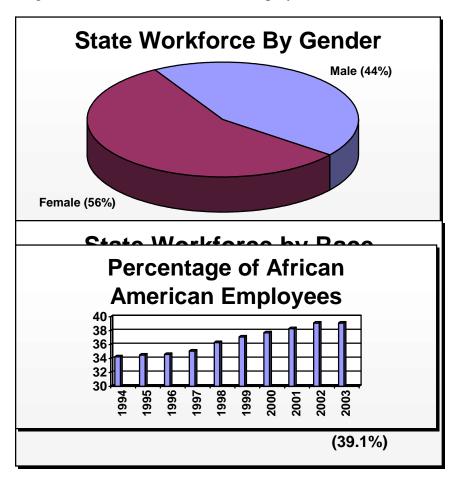
The State employs a workforce covering all Equal Employment Opportunity (EEO) categories. Classified employees work in jobs as diverse as physicians to custodial workers.



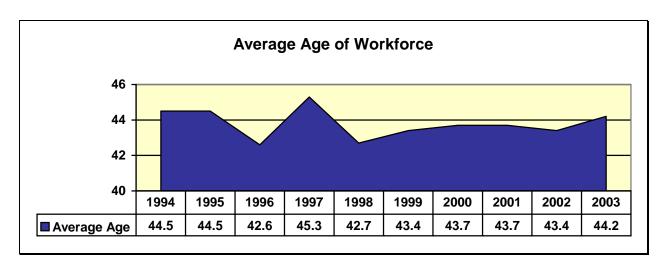


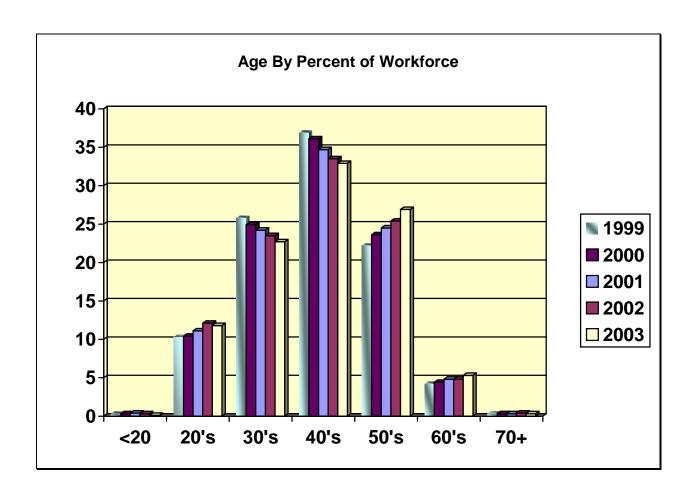
#### **Women and Minorities**

Women in State government numbered 16,900 as of September 2003. African American representation continued to increase from 15.6% in 1976 to 39.1% where it now stands. Note: The figures below reflect all classified employees.



**Employee Age Demographics** 



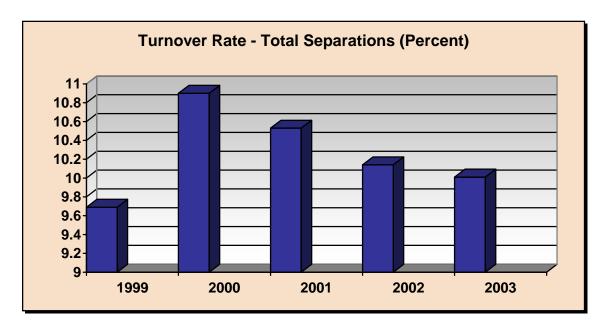


# **Distribution Of Employees By Type Of Appointment**

Agricultura & Conservation Development Comm	DEPARTMENT	Exempt	Unclassified	Classified	Unskilled	Total
Agricultura Museum Board	Agriculture & Conservation Development Comm		1			1
Agriculture Center Board			1	1		2
Agriculture Center Board	Agriculture & Industries	1	9	370	255	635
Alcoholic Beverage Control Board				8	53	61
Architects Registration Board		1	2	742	1	746
Archives and History	<u>e</u>		1	1		2
Assisted Living Examiners Board			1	44		45
Attorney General			1			
Auditor		1	27	150	2	180
Banking         1         98         1         100           Building Commission         1         19         20           Children's Affairs         1         2         13         16           Children's Trust Fund         1         1         18         20           Chroparactic Examiners Board         1         1         1         2           Choctawhatchee, Pea &Yellow Rivers Watershed         1         1         693         786         1,481           Conservation & Nat Resources         1         1         693         786         1,481           Corrections         4         15         3,645         3,664           Corrections         4         15         3,645         3,664           Comestology Board         1         1         18         1         20           Council on the Arts         2         2         15         17         1         6         7           Corrections         1         1         6         7         7         1         2         15         17           Conservation & Arts         2         1         1         2         1         2         1         2         1 <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td>		1				
Building Commission		1			1	
Children's Affairs         1         2         13         16           Children's Trust Fund         1         1         18         20           Chordraw Frank Fund         1         1         1         22           Choctaw Frank Fund         1         1         1         2           Choctaw Frank Fund         1         1         1         2           Choctaw Frank Fund         1         1         693         786         1,481           Consections         4         15         3,645         3,664           Commodition Frank Fund         1         1         18         1         20           Council on the Arts         2         15         17         1         2         1         1         4         1         1         1         2         1         1         4         1         1         2         2         1         1 <td< td=""><td>C</td><td></td><td>1</td><td></td><td></td><td></td></td<>	C		1			
Children's Trust Fund         1         1         18         20           Chiropractic Examiners Board         1         1         1         2           Choctawhatchee, Pea &Yellow Rivers Watershed         1         1         693         786         1,481           Conservation & Nat Resources         1         1         693         786         1,481           Corrections         4         15         3,645         3,664           Commetology Board         1         1         18         1         20           Council on the Arts         2         15         17         20         15         17           Counseling Examiners Board         1         6         7         1         20         30         16         7           Crime Victims Compensation Commission         1         29         30         30         1         29         30         30         1         40         40         1         4         4         4         40         40         1         4         4         4         40         40         1         4         35         40         40         1         4         35         40         40         1 <t< td=""><td></td><td>1</td><td></td><td></td><td></td><td></td></t<>		1				
Chiropractic Examiners Board         1         1         1         2           Choctawhatchee, Pea &Yellow Rivers Watershed         1         1         1         2           Conservation & Nat Resources         1         1         1693         786         1,481           Corrections         4         15         3,645         3,664           Cosmetology Board         1         1         18         1         20           Council on the Arts         2         15         17         17           Counseling Examiners Board         1         1         6         7           Credit Union Administration         1         6         7           Crime Victims Compensation Commission         1         29         30           Criminal Justice Information Center         1         47         1         49           Development Office         1         4         35         40           Development Office         1         4         35         40           Development Office         1         4         35         40           Development Office         1         1         1         2         25           Education         1 <t< td=""><td></td><td>1</td><td></td><td></td><td></td><td></td></t<>		1				
Choctawhatchee, Pea &Yellow Rivers Watershed         1         1         693         786         1,481           Conservation & Nat Resources         1         1         693         786         1,481           Corrections         4         15         3,645         3,664           Cosmetology Board         1         18         1         20           Council on the Arts         2         15         17           Council on Administration         1         6         7           Credit Union Administration         1         6         7           Crime Victims Compensation Commission         1         29         30           Criminal Justice Information Center         1         4         35         40           Development Office         1         4         35         40           Dietetics/Nutrition Practice Examiners         1         1         1         2           Economic & Community Affairs         1         1         223         225           Education         15         1         713         2         731           Educational Television Commission         1         1         52         54           Emergency Management Agency			1	1		
Conservation & Nat Resources         1         1         693         786         1,481           Corrections         4         15         3,645         3,664           Cosmetology Board         1         18         1         20           Council on the Arts         2         15         17           Counseling Examiners Board         1         6         7           Crime Victims Compensation Commission         1         29         30           Criminal Justice Information Center         1         4         35         40           Development Office         1         4         35         40           Dietetics/Nutrition Practice Examiners         1         1         1         2           Education         15         1         1         2         223         225           Education         15         1         713         2         731         2         731         2         731         2         731         2         731         2         731         2         731         2         731         2         731         2         731         2         731         2         731         2         731         2         <			1	1		
Corrections         4         15         3,645         3,664           Cosmetology Board         1         1         18         1         20           Council on the Arts         2         15         17         17           Counseling Examiners Board         1         -         1         -         17           Counseling Examiners Board         1         -         6         7         7           Crimic Victims Compensation Commission         1         29         30         30           Criminal Justice Information Center         1         47         1         49           Development Office         1         4         35         40           Dietetics/Nutrition Practice Examiners         1         1         1         2           Education Practice Examiners         1         1         2         225           Education Practice Examiners         1         1         1         2         225           Education Practice Examiners         1         1         1         2         225         544         1         2         225         544         1         2         23         225         54         1         2         23		1			786	
Cosmetology Board					700	
Council on the Arts         2         15         17           Counseling Examiners Board         1         6         7           Crime Victins Compensation Commission         1         29         30           Criminal Justice Information Center         1         47         1         49           Development Office         1         4         35         40           Dietetics/Nutrition Practice Examiners         1         1         1         2           Economic & Community Affairs         1         1         223         225           Education         15         1         713         2         731           Educational Television Commission         1         1         52         54           Emergency Management Agency         1         2         61         1         65           Environmental Management         1         1         556         558           Ethics Commission         1         1         1         1         1           Examiners of Public Accounts         1         2         223         2         28           Ethics Commission         1         1         1         1         1         1					1	
Counseling Examiners Board         1         6         7           Credit Union Administration         1         6         7           Crime Victims Compensation Commission         1         29         30           Criminal Justice Information Center         1         47         1         49           Development Office         1         4         35         40           Dietetics/Nutrition Practice Examiners         1         1         1         2           Economic & Community Affairs         1         1         223         225           Education         15         1         713         2         731           Educational Television Commission         1         1         52         54           Emergency Management Agency         1         2         61         1         65           Environmental Management         1         1         1         556         558           Ethics Commission         1<					1	
Credit Union Administration         1         6         7           Crime Victims Compensation Commission         1         29         30           Criminal Justice Information Center         1         47         1         49           Development Office         1         4         35         40           Dietetics/Nutrition Practice Examiners         1         1         1         2           Economic & Community Affairs         1         1         223         225           Education         15         1         713         2         731           Educational Television Commission         1         1         52         54           Emergency Management Agency         1         2         61         1         65           Environmental Management         1         1         1         55         54           Emiscs Commission         1				10		
Crime Victims Compensation Commission         1         29         30           Criminal Justice Information Center         1         47         1         49           Development Office         1         4         35         40           Dietetics/Nutrition Practice Examiners         1         1         1         2           Economic & Community Affairs         1         1         223         225           Education         15         1         713         2         731           Educational Television Commission         1         1         52         54           Emergency Management Agency         1         2         61         1         65           Environmental Management         1         1         1         55         558           Ethics Commission         1         1         1         1         13         1		1	1	6		
Criminal Justice Information Center         1         47         1         49           Development Office         1         4         35         40           Dietetics/Nutrition Practice Examiners         1         1         1         2           Economic & Community Affairs         1         1         223         225           Education         15         1         713         2         731           Educational Television Commission         1         1         52         54           Emergency Management Agency         1         2         61         1         65           Environmental Management         1         1         1         556         558           Ethics Commission         1         1         1         1         13           Examiners of Public Accounts         1         2         223         2         228           Farmers' Market Authority         1         5         6           Finance         1         2         458         37         498           Foresters Registration Board         1         170         4         175           Forestry Commission         2         1         337         17			1			
Development Office         1         4         35         40           Dietetics/Nutrition Practice Examiners         1         1         1         2           Economic & Community Affairs         1         1         223         225           Education         15         1         713         2         731           Educational Television Commission         1         1         52         54           Emergency Management Agency         1         2         61         1         65           Environmental Management         1         1         1         556         558           Ethics Commission         1         1         1         1         13           Examiners of Public Accounts         1         2         23         2         228           Farmers' Market Authority         1         5         6         6           Finance         1         2         458         37         498           Foresters Registration Board         1         1         1         1         1         1         1         1         1         3         1         1         3         1         1         3         1         3					1	
Dietetics/Nutrition Practice Examiners         1         1         2           Economic & Community Affairs         1         1         223         225           Education         15         1         713         2         731           Educational Television Commission         1         1         52         54           Emergency Management Agency         1         2         61         1         65           Environmental Management         1         1         1         556         558           Ethics Commission         1         1         11         11         13           Examiners of Public Accounts         1         2         223         2         228           Farmers' Market Authority         1         2         223         2         228           Farmers' Market Authority         1         2         458         37         498           Forensic Sciences         1         1         170         4         175           Foresters Registration Board         1         1         170         4         175           Forestery Commission         2         1         337         17         357           Funeral Services B		1				
Economic & Community Affairs         1         1         223         225           Education         15         1         713         2         731           Educational Television Commission         1         1         52         54           Emergency Management Agency         1         2         61         1         65           Environmental Management         1         1         1         556         558           Ethics Commission         1         1         11         13         13           Examiners of Public Accounts         1         2         223         2         228           Farmers' Market Authority         1         5         6           Finance         1         2         458         37         498           Forensic Sciences         1         170         4         175           Foresters Registration Board         1         1         337         17         357           Funeral Services Board         3         3         3         3         3         3           Forestry Commission         2         1         13         14         3         14           Geological Survey         1 <td><u>.</u></td> <td></td> <td></td> <td></td> <td></td> <td></td>	<u>.</u>					
Education         15         1         713         2         731           Educational Television Commission         1         1         52         54           Emergency Management Agency         1         2         61         1         65           Environmental Management         1         1         1         56         558           Ethics Commission         1         1         11         11         13           Examiners of Public Accounts         1         2         223         2         228           Farmers' Market Authority         1         5         6           Finance         1         2         458         37         498           Forensic Sciences         1         170         4         175           Foresters Registration Board         1         1         337         17         357           Funeral Services Board         3         3         3         3         3         3         3         3         3         3         3         3         3         3         3         3         44         44         44         44         44         44         44         44         44         42		1	1	223		225
Educational Television Commission         1         1         52         54           Emergency Management Agency         1         2         61         1         65           Environmental Management         1         1         1         556         558           Ethics Commission         1         1         11         11         13           Examiners of Public Accounts         1         2         223         2         228           Farmers' Market Authority         1         5         6           Finance         1         2         458         37         498           Forensic Sciences         1         170         4         175           Foresters Registration Board         1         1         337         17         357           Funeral Services Board         3         3         3         3         3         3         3         17         357           Funeral Contractors Licensing Board         1         1         13         14         44         44         44         44         44         44         44         44         44         44         44         44         44         44         44         44	·	15	1		2	
Emergency Management Agency         1         2         61         1         65           Environmental Management         1         1         1         556         558           Ethics Commission         1         1         11         13           Examiners of Public Accounts         1         2         223         2         228           Farmers' Market Authority         1         5         6         6           Finance         1         2         458         37         498           Forensic Sciences         1         170         4         175           Foresters Registration Board         1         1         170         4         175           Forestry Commission         2         1         337         17         357           Funeral Services Board         3         3         3         17         357           Funeral Contractors Licensing Board         1         1         13         14           Geological Survey         1         1         42         44           Governor         2         74         76           Health Planning & Development         1         8         9           Heat			1			
Environmental Management         1         1         556         558           Ethics Commission         1         1         11         13           Examiners of Public Accounts         1         2         223         2         228           Farmers' Market Authority         1         5         6           Finance         1         2         458         37         498           Forensic Sciences         1         170         4         175           Foresters Registration Board         1         1         337         17         357           Forestry Commission         2         1         337         17         357           Funeral Services Board         3         3         3         3         3         1         357           Funeral Contractors Licensing Board         1         1         1         4         4         4           Governor         2         74         76         76           Health Planning & Development         1         8         9           Heating & AC Contractors Board         1         8         9           Historical Commission         3         97         19         119		1	2	61	1	
Ethics Commission       1       1       11       11       13         Examiners of Public Accounts       1       2       223       2       228         Farmers' Market Authority       1       5       6         Finance       1       2       458       37       498         Forensic Sciences       1       170       4       175         Foresters Registration Board       1       337       17       357         Funeral Services Board       3       3       3       3       3         General Contractors Licensing Board       1       1       13       14         Geological Survey       1       1       42       44         Governor       2       74       76         Health Planning & Development       1       8       9         Heating & AC Contractors Board       1       8       9         Historical Commission       3       97       19       119         Home Builders Licensure Board       2       14       16		1				
Examiners of Public Accounts         1         2         223         2         228           Farmers' Market Authority         1         5         6           Finance         1         2         458         37         498           Forensic Sciences         1         170         4         175           Foresters Registration Board         1         337         17         357           Funeral Services Board         3         3         3         17         357           Funeral Services Board         1         13         14           Geological Survey         1         1         42         44           Governor         2         74         76           Health Planning & Development         1         8         9           Heating & AC Contractors Board         1         8         9           Historical Commission         3         97         19         119           Home Builders Licensure Board         2         14         16		1	1			
Farmers' Market Authority         1         5         6           Finance         1         2         458         37         498           Forensic Sciences         1         170         4         175           Foresters Registration Board         1         1         1         1           Forestry Commission         2         1         337         17         357           Funeral Services Board         3         3         3         3         3         3         3         3         3         3         3         14         44		1	2	223	2	228
Finance         1         2         458         37         498           Forensic Sciences         1         170         4         175           Foresters Registration Board         1         1         1           Forestry Commission         2         1         337         17         357           Funeral Services Board         3         3         3         3         3         3         3         3         14         4		1				
Forensic Sciences         1         170         4         175           Foresters Registration Board         1         1         1           Forestry Commission         2         1         337         17         357           Funeral Services Board         3         3         3         3         3         3         3         14 <t< td=""><td></td><td>1</td><td>2</td><td>458</td><td>37</td><td>498</td></t<>		1	2	458	37	498
Foresters Registration Board         1         1           Forestry Commission         2         1         337         17         357           Funeral Services Board         3         3         3         3         3         3         3         3         3         3         3         3         3         3         3         3         3         3         14         43         3         14         44         44         44         42         44         44         44         42         44<		1				
Forestry Commission         2         1         337         17         357           Funeral Services Board         3         3         3         3         3         3         3         3         3         3         3         3         3         3         3         3         3         3         14         42         44         44         42         44         44         42         44         44         42         44         44         42         44 <td></td> <td></td> <td>1</td> <td></td> <td></td> <td></td>			1			
Funeral Services Board         3         3           General Contractors Licensing Board         1         13         14           Geological Survey         1         1         42         44           Governor         2         74         76           Health Planning & Development         1         8         9           Heating & AC Contractors Board         1         8         9           Historical Commission         3         97         19         119           Home Builders Licensure Board         2         14         16		2	1	337	17	357
General Contractors Licensing Board       1       13       14         Geological Survey       1       1       42       44         Governor       2       74       76         Health Planning & Development       1       8       9         Heating & AC Contractors Board       1       8       9         Historical Commission       3       97       19       119         Home Builders Licensure Board       2       14       16					-	
Geological Survey         1         1         42         44           Governor         2         74         76           Health Planning & Development         1         8         9           Heating & AC Contractors Board         1         8         9           Historical Commission         3         97         19         119           Home Builders Licensure Board         2         14         16			1	13		
Governor         2         74         76           Health Planning & Development         1         8         9           Heating & AC Contractors Board         1         8         9           Historical Commission         3         97         19         119           Home Builders Licensure Board         2         14         16		1				
Health Planning & Development       1       8       9         Heating & AC Contractors Board       1       8       9         Historical Commission       3       97       19       119         Home Builders Licensure Board       2       14       16						
Heating & AC Contractors Board189Historical Commission39719119Home Builders Licensure Board21416				8		
Historical Commission39719119Home Builders Licensure Board21416						
Home Builders Licensure Board 2 14 16					19	
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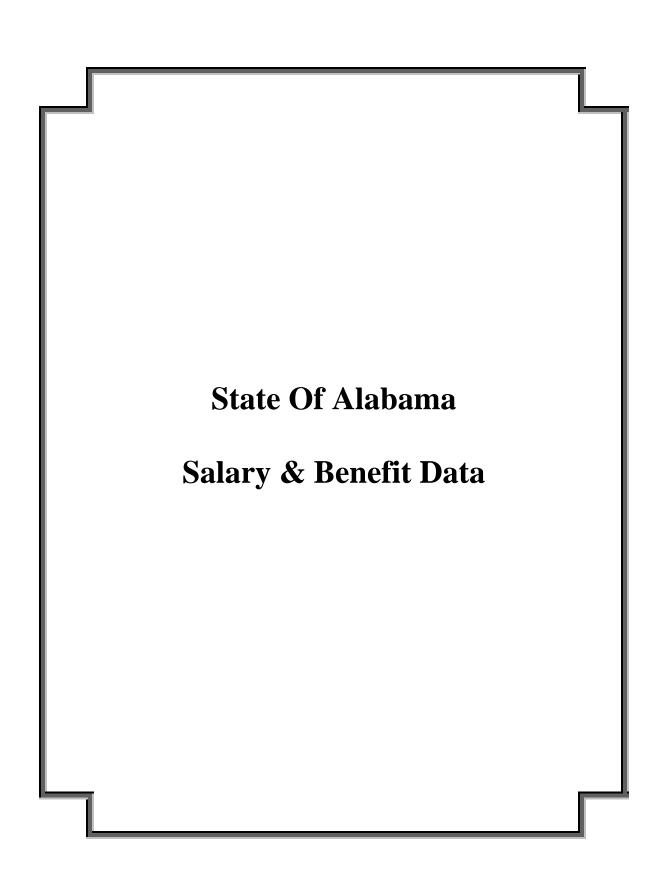
DEPARTMENT	Exempt	Unclassified	Classified	Unskilled	Total
Indian Affairs Commission		1	2		3
Industrial Relations	1	2	1,253	44	1,300
Insurance	2	1	146		149
Judicial Inquiry Commission		1	2		3
Labor	1		8		9
Liquefied Petroleum Gas Board		2	7		9
Manufactured Housing Commission			28	1	29
Medicaid Agency		1	649	1	651
Mental Health & Retardation	1,221	1	2,214	9	3,445
Military	1	1	196	30	228
Nursing Board		1	35	1	37
Nursing Home Admin Exam Board		1			1
Occupational Therapy Board		1			1
Oil & Gas Board	3		32		35
Onsite Wastewater Board		1	4		5
Pardons And Paroles	2	2	418		422
Peace Officers Standards & Training	1	1	2		4
Peace Officers Annuity & Benefit		1	3		4
Personnel		2	95		97
Physical Fitness Commission			3		3
Physical Therapy Board		1	1		2
Plumbers & Gas Fitters Exam Board		2	14		16
Professional Engineers Regist Board		2	5		7
Public Education Employees Health Insurance Bd		6	10		16
Public Health	1	3	3,020	838	3,862
Public Library Services		1	50		51
Public Safety	10	1	1,289		1,300
Public Service Commission	3	10	103	5	121
Real Estate Appraisers Board		1	8		9
Real Estate Commission	1		23		24
Rehabilitation Services		2	830	3	835
Retirement Systems	2	72	161	3	238
Revenue	1	3	1,294	13	1,311
Secretary of State	1	3	44	7	55
Securities Commission		2	34		36
Senior Services	1	1	26		28
Social Work Examiners Board		1	1		2
Soil & Water Conservation Commission		1	3		4
Speech Pathology & Audiology Exam Board		1			1
State Docks/Port Authority	1		118		119
State Employees Insurance Board		1	34		35
Surface Mining Commission	1		25		26
Tourism & Travel	1	1	63		65
Transportation	1	1	4,132	195	4,329
Treasurer	1	2	57	1	61
Veterinary Medical Examiners Board		1	1		2
Veterans Affairs	1	1	54	1	57
Youth Services	85	2	586	9	682
Totals	1,390	318	30,355	2,351	34,414

## **Separation Rates**

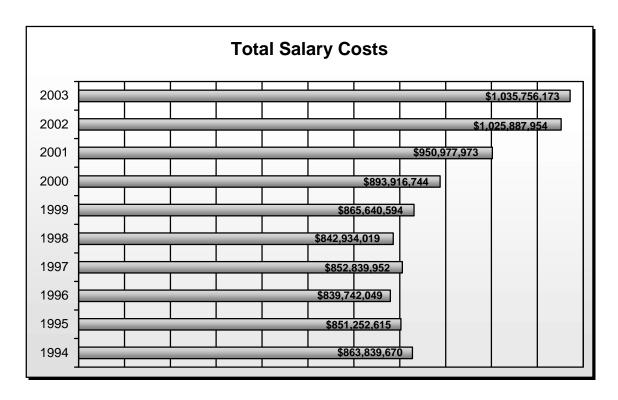


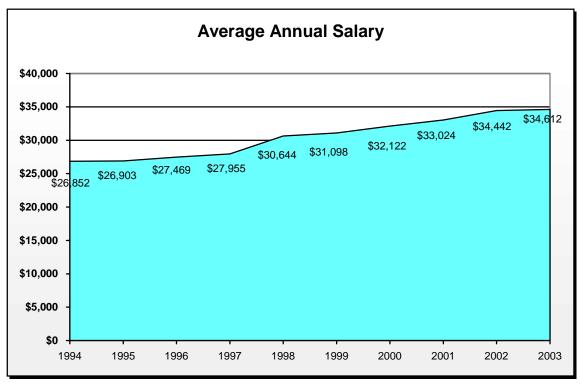
	Separation Data by Month				
Month	Monthly Employment	Voluntary Separations	Total Separations	Turnover Rate	
2002					
October	31,813	212	256	.80%	
November	32,044	162	197	.61%	
December	32,170	267	296	.92%	
2003					
January	32,041	279	322	1.00%	
February	32,098	186	226	.70%	
March	32,126	208	248	.77%	
April	32,063	195	229	.71%	
May	32,023	336	377	1.18%	
June	31,957	176	198	.62%	
July	31,907	255	294	.92%	
August	31,891	310	358	1.12%	
September	31,849	181	209	.66%	
Totals		2,767	3,210	10.01%	

**NOTE:** Figures on the above charts do not include part-time, temporary, unskilled, unclassified, or exempt employees (except for Mental Health Department exempt staff).



## **State Employee Salary Information**





**NOTE:** Figures reflect the salaries of full-time classified employees for the last pay period in September 2003.

## **Workforce Distribution by Salary Range**

The table below indicates the number of classified employees who are assigned to a particular salary range. Annual minimum and maximum pay rates for each range are

shown in parenthes	is.
Salary Range	
225 (10,712-13,250)	16
237 (13,562-19,635)	136
27 (10,712-14,602)	7
28 (12,399-14,966)	110
38 (14,251-19,157)	15
39 (14,602-19,643)	186
40 (14,966-20,124)	18
41 (14,966-20,626)	198
42 (15,337-21,135)	62
4246 (15,337-23,322)	1776
43 (15,714-21,655)	67
44 (16,104-22,199)	205
45 (16,502-22,747)	1
46 (16,502-23,322)	1476
4650 (16,502-25,769)	72
4654 (16,502-28,434)	95
47 (16,921-23,917)	99
48 (17,339-24,510)	1052
4852 (17,339-27,079)	56
4860 (17,339-32,952)	828
49 (17,784-25,121)	19
50 (18,221-25,769)	238
5051 (18,221-26,411)	1579
5056 (18,221-29,851)	467
51 (18,221-26,411)	4
52 (18,678-27,079)	510
5256 (18,678-29,851)	14
53 (19,157-27,752)	55
54 (19,643-28,434)	148
5459 (19,643-32,165)	470
5460 (19,643-32,952)	52
55 (20,124-29,136)	45
5559 (20,124-32,165)	10
5561 (20,124-33,761)	99
56 (20,124-29,851)	177
5663 (20,124-35,451)	4
57 (20,626-30,605)	439
5765 (20,626-37,250)	3

58 (21,135-31,359)

59 (21,655-32,165)

5960 (21,655-32,952)

5963 (21,655-35,451)

5964 (21,655-36,348)

(22,199-32,952)

(0(4/02/100/26/249)	10
6064 (22,199-36,348)	18
61 (22,199-33,761)	228
62 (22,747-34,603)	332
6264 (22,747-36,348)	16
63 (23,322-35,451)	44
6366 (23,322-38,163)	1129
6367 (23,322-39,099)	152
64 (23,917-36,348)	2383
6468 (23,917-40,056)	155
6470 (23,917-42,039)	9
65 (24,510-37,250)	237
6568 (24,510-40,056)	314
66 (25,121-38,163)	269
6668 (25,121-40,056)	782
6670 (25,121-42,039)	1
67 (25,769-39,099)	344
6769 (25,769-41,036)	5
6771 (25,769-43,092)	38
6772 (25,769-45,287)	8
68 (26,411-40,056)	455
6869 (26,411-41,036)	480
6870 (26,411-42,039)	87
6871 (26,411-43,092)	180
6872 (26,411-45,287)	822
6873 (26,411-47,544)	12
6874 (26,411-49,920)	63
69 (27,079-41,036)	225
6971 (27,079-43,092)	1
6972 (27,079-45,287)	12
6974 (27,079-49,920)	2
6978 (27,079-60,965)	479
70 (27,752-42,039)	209
7071 (27,752-43,092)	87
7072 (27,752-45,287)	2
7073 (27,752-47,544)	23
7074 (27,752-49,920)	7
7075 (27,752-52,447)	12
71 (28,434-43,092)	644
7172 (28,434-45,287)	124
7173 (28,434-47,544)	28
7174 (28,434-49,920)	10
72 (29,851-45,287)	865
7273 (29,851-47,544)	30
7274 (29,851-49,920)	308
	,

7275 (29,851-52,447)	15
73 (31,359-47,544)	316
7374 (31,359-49,920)	25
7374 (31,359-49,920)	112
74 (32,952-49,920)	988
74 (32,932-49,920)	67
7476 (32,952-55,097)	18
7476 (32,952-57,954)	49
7477 (32,932-37,934)	7
7478 (32,932-00,963)	659
7576 (34,603-55,097)	106
7577 (34,603-57,954)	17
7578 (34,603-60,965)	8
7579 (34,603-64,035)	30
75 /9 (34,603-64,035) 76 (36,348-55,097)	391
76 (36,348-57,954)	89
7677 (36,348-57,954)	130
7679 (36,348-64,035)	150
7679 (36,348-64,035)	
	113 800
77 (38,163-57,954)	
7779 (38,163-64,035) 7780 (38,163-67,340)	9 58
	357
78 (40,056-60,965) 7879 (40,056-64,035)	15
	9
7881 (40,056-70,686) 79 (42,039-64,035)	231
79 (42,039-64,035) 7983 (42,039-81,999)	
	67 279
8081 (44,171-70,686)	538
81 (46,402-70,686)	538 35
8182 (46,402-76,097)	
82 (49,920-76,097)	190
83 (53,745-81,999)	223
84 (57,954-88,405)	212
8485 (57,954-95,178)	76
85 (62,468-95,178) 86 (67,340-102,521)	76 38
86 (67,340-102,521)	38
87 (72,459-110,404)	44 55
88 (77,997-118,921)	55
89 (84,040-128,006)	2
90 (90,636-137,907)	3
91 (97,526-148,681)	5
92 (105,105-160,233)	13
93 (113,204-172,604)	1

Salary Range	Salary Range	

318

169

642

13

62

#### **Employee Benefits Comparison**

The following charts indicate Alabama's rank in terms of selected employee benefits in comparison with other southeastern states.

#### **Annual Leave Rankings**

Maximum Days Granted Per Year		Maximum Accumulation Allowed		
State	Days	State	Days	
Alabama	29.25	Louisiana <sup>1</sup>	Unlimited	
South Carolina	27.5	Mississippi <sup>2</sup>	Unlimited	
Mississippi	27	Alabama	60	
Virginia	27	Kentucky	60	
North Carolina	25.75	Oklahoma	60	
Oklahoma	25	Virginia <sup>3</sup>	54	
Kentucky	24	Florida <sup>4</sup>	45	
Louisiana	24	Georgia	45	
Tennessee	24	South Carolina	45	
West Virginia	24	Missouri	42	
Arkansas	22.5	Tennessee <sup>4</sup>	42	
Georgia	21	West Virginia <sup>5</sup>	40	
Missouri	21	Arkansas	30	
Florida	19.5	North Carolina <sup>4</sup>	30	

<sup>&</sup>lt;sup>1</sup>Though accumulation is unlimited, on separation employee is paid for up to 37.5 days

#### Holiday Rankings (Includes Personal Leave Days)

Official Holidays Granted

	<u> </u>
State	Days
Virginia <sup>1</sup>	17
West Virginia <sup>2</sup>	13
Alabama	13
Kentucky	12.5
Georgia <sup>3</sup>	12
Missouri	12
South Carolina	12
North Carolina	11
Arkansas	11
Tennessee	11
Florida	10
Mississippi	10
Oklahoma	10
Louisiana <sup>4</sup>	8

<sup>&</sup>lt;sup>1</sup>All employees hired after 01/01/99 receive 4 to 5 personal leave days

<sup>&</sup>lt;sup>2</sup>Though accumulation is unlimited, on separation employee is paid for up to 30 days

<sup>&</sup>lt;sup>3</sup>Payment on separation is for up to 42 days

<sup>&</sup>lt;sup>4</sup>Excess converts to sick leave

<sup>&</sup>lt;sup>5</sup>Excess may be used to purchase health insurance, if separation is for retirement

<sup>&</sup>lt;sup>2</sup>Additionally, 1/2 day each is granted for general and primary elections

<sup>&</sup>lt;sup>3</sup>Additionally, sick leave in excess of 15 days, up to 3, is converted to personal leave days

<sup>&</sup>lt;sup>4</sup>Additionally, Martin Luther King's Birthday and Election Day are given every other year

#### **Sick Leave Rankings**

#### **Maximum Days Granted Maximum Accumulation** Per Year Allowed State Days State Days Florida<sup>1</sup> Kentucky 32 Unlimited Kentucky<sup>2</sup> Louisiana 24 Unlimited Louisiana<sup>3</sup> 18 West Virginia Unlimited Mississippi<sup>2</sup> Georgia 15 Unlimited 15 Missouri<sup>2</sup> Missouri Unlimited Oklahoma 15 North Carolina<sup>2</sup> Unlimited Oklahoma<sup>2</sup> South Carolina 15 Unlimited Tennessee<sup>2</sup> Alabama 13 Unlimited Florida Virginia<sup>4</sup> 13 Unlimited West Virginia<sup>2</sup> 12 Arkansas Unlimited South Carolina<sup>2</sup> 195 Mississippi 12 North Carolina 12 Alabama<sup>5</sup> 150 $Arkansas^6$ 12 120 Tennessee 10 Georgia<sup>2</sup> Virginia 90

<sup>&</sup>lt;sup>1</sup>After 10 years service employee paid for <sup>1</sup>/<sub>4</sub> unused sick leave up to 60 days.

<sup>&</sup>lt;sup>2</sup>Unused sick leave has no cash value but is credited towards retirement.

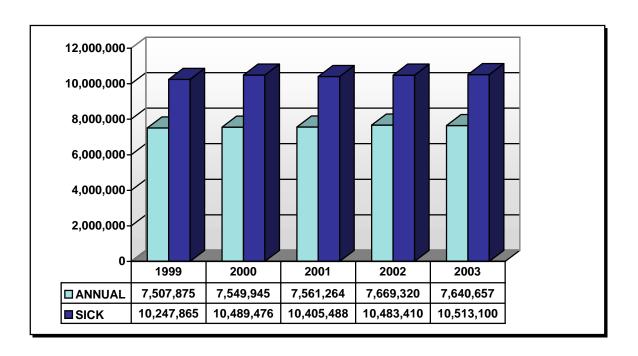
<sup>&</sup>lt;sup>3</sup>Partial payment based on actuarial computation.

<sup>&</sup>lt;sup>4</sup>At retirement employee paid for <sup>1</sup>/<sub>4</sub> unused sick leave up to \$5,000.

<sup>&</sup>lt;sup>5</sup>At retirement employee paid for ½ unused sick leave or may credit time towards retirement.

<sup>&</sup>lt;sup>6</sup>At retirement employee paid for part of unused sick leave up to \$7,500.

#### **Accumulated Leave Hours**



#### Value of Accumulated Leave

